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*Integrated Financial Management  
Program*

**Core Financial Project  
Training Pre Requisite  
RWD SAP Navigation Course  
Registration Procedure**

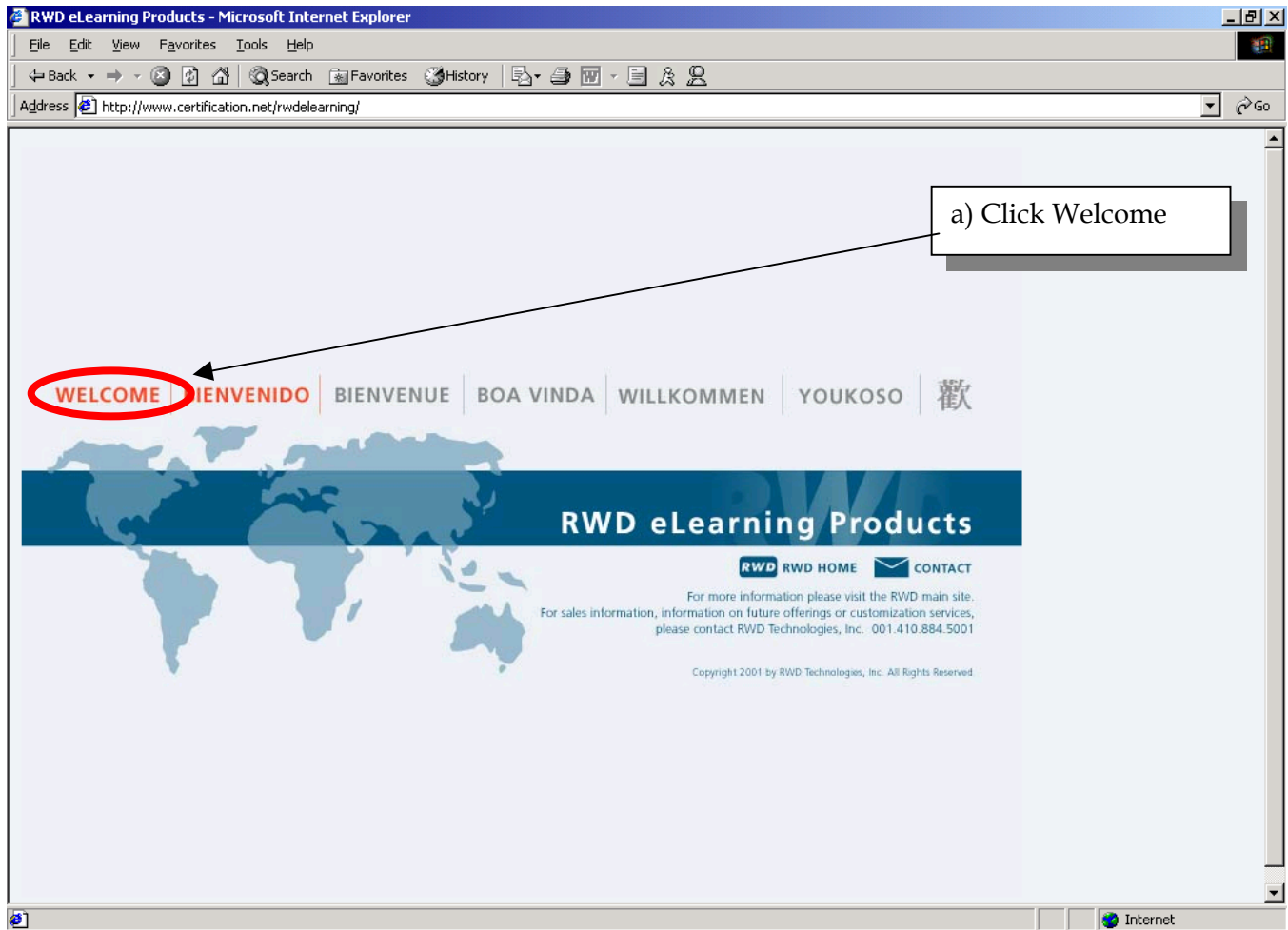


## RWD SAP Navigation Course Registration Job Aid

- Objective:** This job aid was created by the Change Management IPT team to assist you registering for the RWD SAP Navigation Course. This course has been identified as a pre requisite to all training related to the Core Financial roll out of IFM.
- Lay out:** You will find detailed instructions, step by step to properly register for the course. Below each step you will find an exact screen capture with the areas that require your attention circled.
- Design:** This Job Aid was designed so you could follow along as you complete the steps on line.
- Key Terms:** There are four key terms you need to be aware of as you begin the registration process. Please review the definitions below.
- 1) E-mail Address:** You will be asked to enter into your e-mail address. You **MUST** enter in your exact e-mail address in order to successfully register for the course.
  - 2) Password:** You will have to make up a password and enter it during the registration Password. Your Password will help identify you should you decide to come back to complete the course.
  - 3) Prepaid Voucher Number:** This number will identify you as a member of the NASA Dryden Flight Research Center user group and is needed in order to gain access to the training.
  - 4) Access Code:** You will receive an **Access Code** via e-mail half way through the registration procedure. You will need to enter your Access Code at the end of the registration process in order to gain access to the training.

Step 1: Navigate to the RWD SAP Navigation Course website

- Go to the training website: <http://www.certification.net/rwdelearning>
- You will see the following Screen:
  - a) Click “Welcome” as shown below.

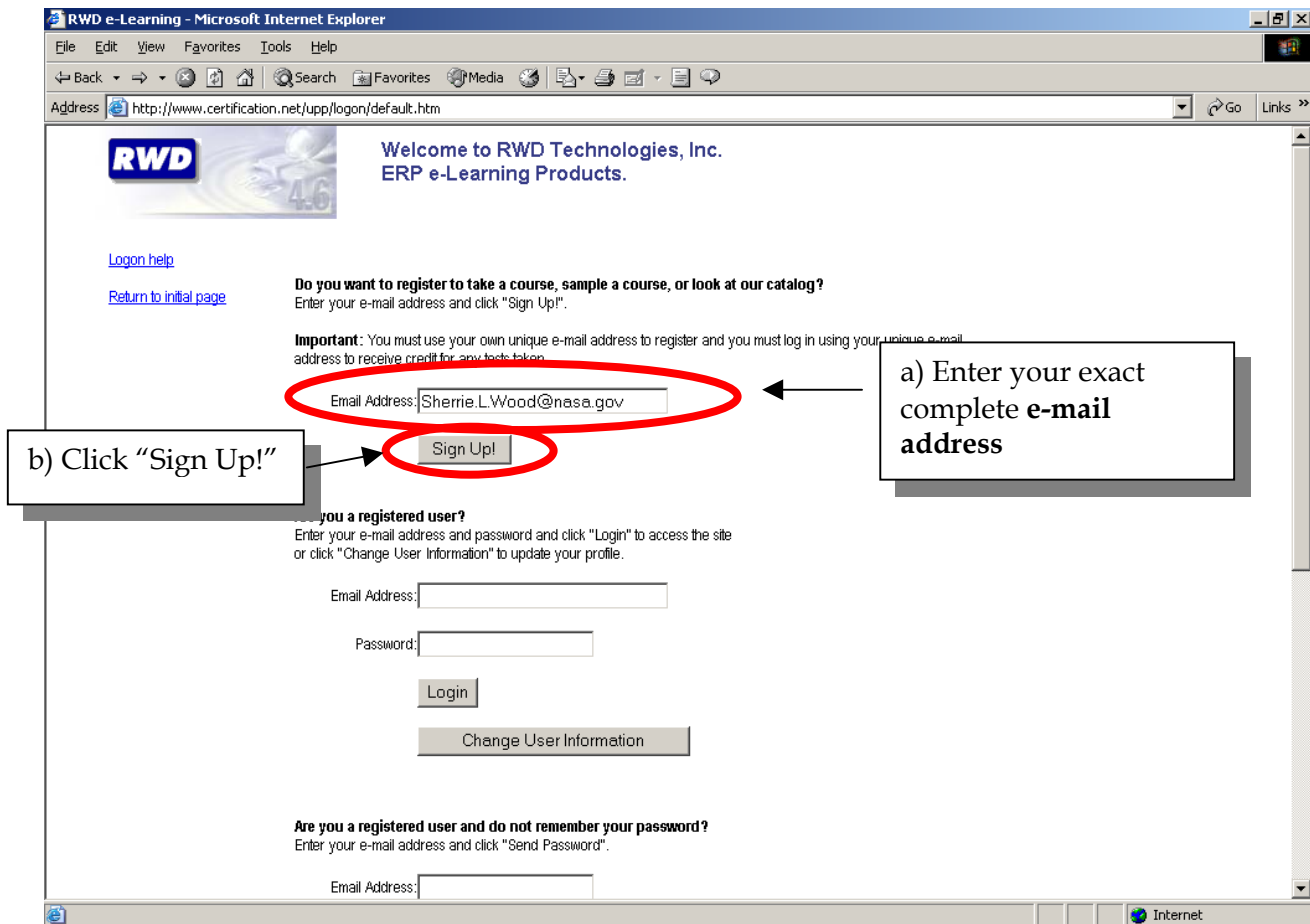


## Step 2: Register for the RWD SAP Navigation Course

- After clicking “Welcome” on the previous screen you will be taken to the screen below.
  - a) Enter your exact **e-mail address** as shown below. You **MUST** enter in your exact complete **e-mail address**.  
For example: [Sherrie.L.Wood@nasa.gov](mailto:Sherrie.L.Wood@nasa.gov)
  - b) Click on the “Sign Up” button as shown below.

### Note:

If you have already successfully completed the registration and you have your **Password, Prepaid Voucher and Access Code** please go to Page 15.



**RWD e-Learning - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address <http://www.certification.net/upp/login/default.htm> Go Links »

**RWD** Welcome to RWD Technologies, Inc. ERP e-Learning Products.

[Logon help](#)  
[Return to initial page](#)

**Do you want to register to take a course, sample a course, or look at our catalog?**  
Enter your e-mail address and click "Sign Up!".

**Important:** You must use your own unique e-mail address to register and you must log in using your unique e-mail address to receive credit for any tests taken.

Email Address:

**Are you a registered user?**  
Enter your e-mail address and password and click "Login" to access the site or click "Change User Information" to update your profile.

Email Address:

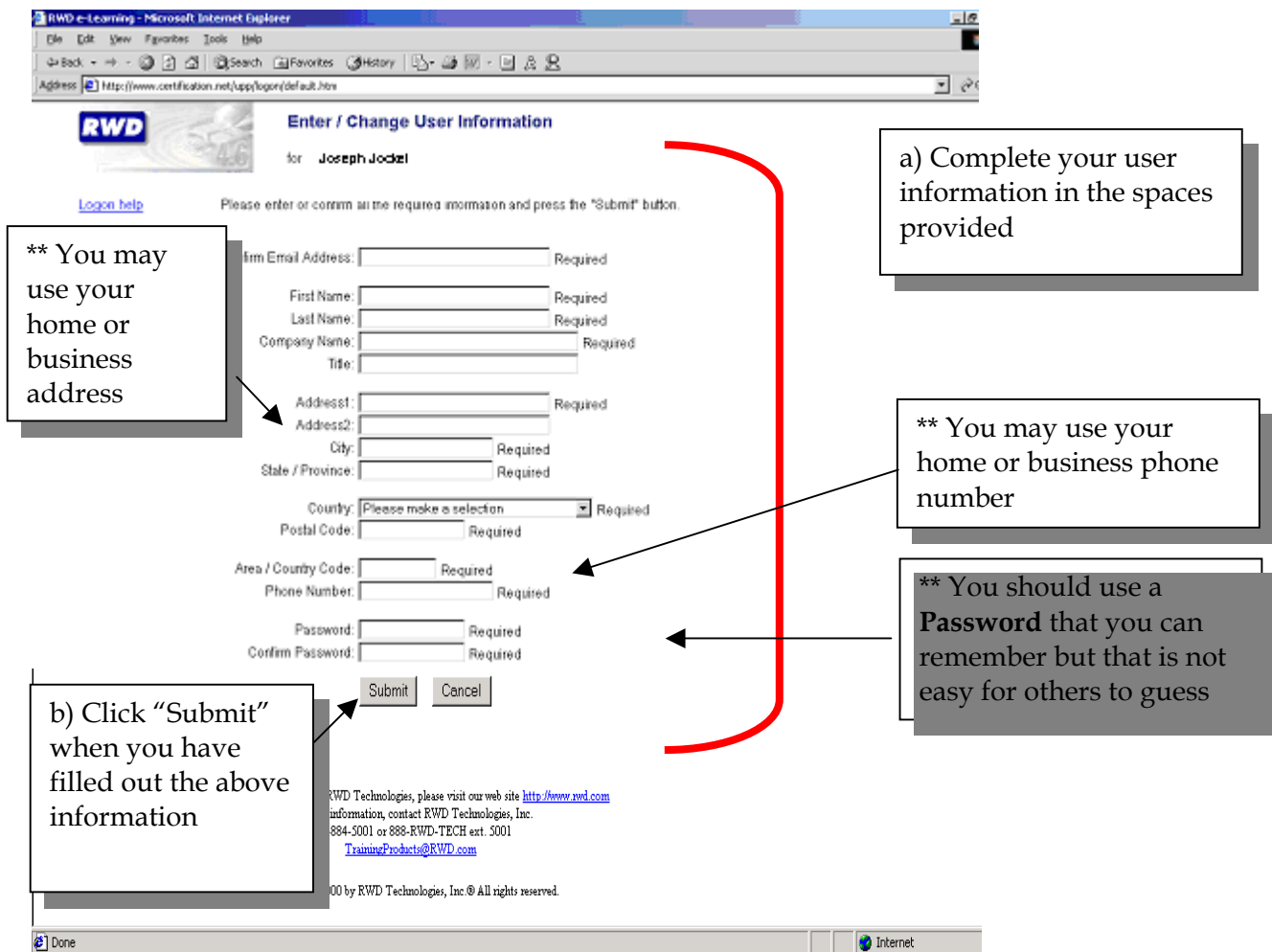
Password:

**Are you a registered user and do not remember your password?**  
Enter your e-mail address and click "Send Password".

Email Address:

### Step 3: Enter/Change User Information

- After clicking on the “Sign Up!” button on the previous screen you will be taken to the screen below.
  - a) Completely fill out your user information.
  - b) Click the “Submit” button when you have checked your answers and determined they are correct.



**\*\* You may use your home or business address**

a) Complete your user information in the spaces provided

**\*\* You may use your home or business phone number**

**\*\* You should use a Password that you can remember but that is not easy for others to guess**

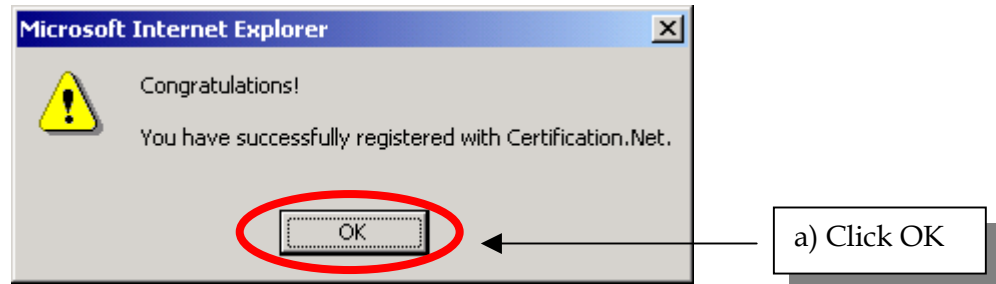
b) Click “Submit” when you have filled out the above information

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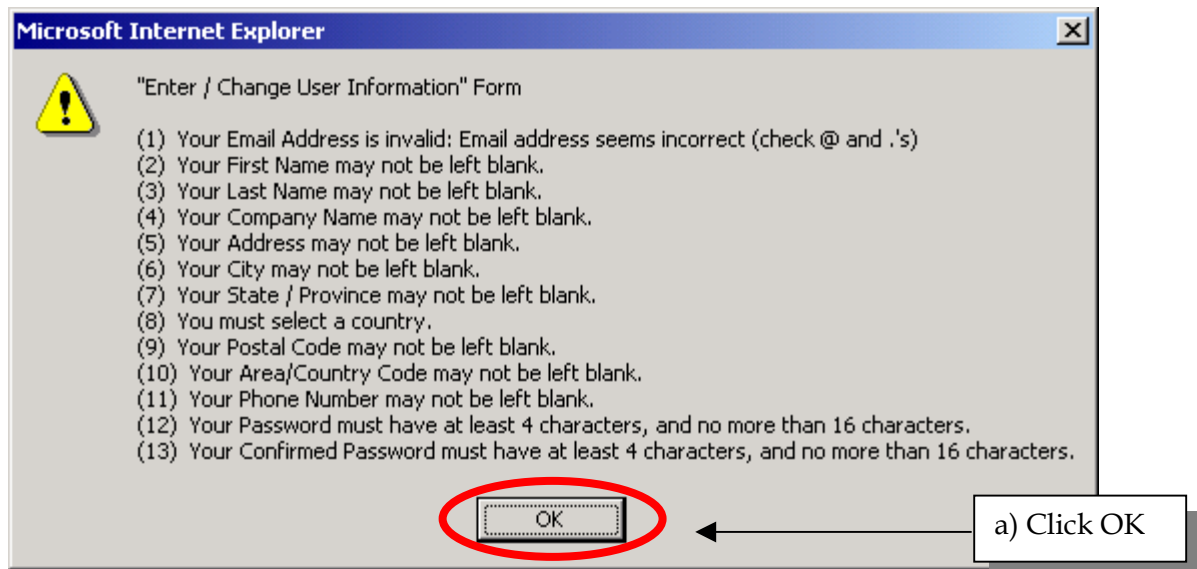
- By clicking the “Submit” button, the system will e-mail you a confirmation e-mail.
- The subject line of the confirmation e-mail will be: “Certification.Net Registration Confirmation”.

Step 4: Receive Successfully Registered message.

- After you click "Submit" a small dialog box should pop up on your screen.
- The dialog box will look like this:
  - a) Click Ok



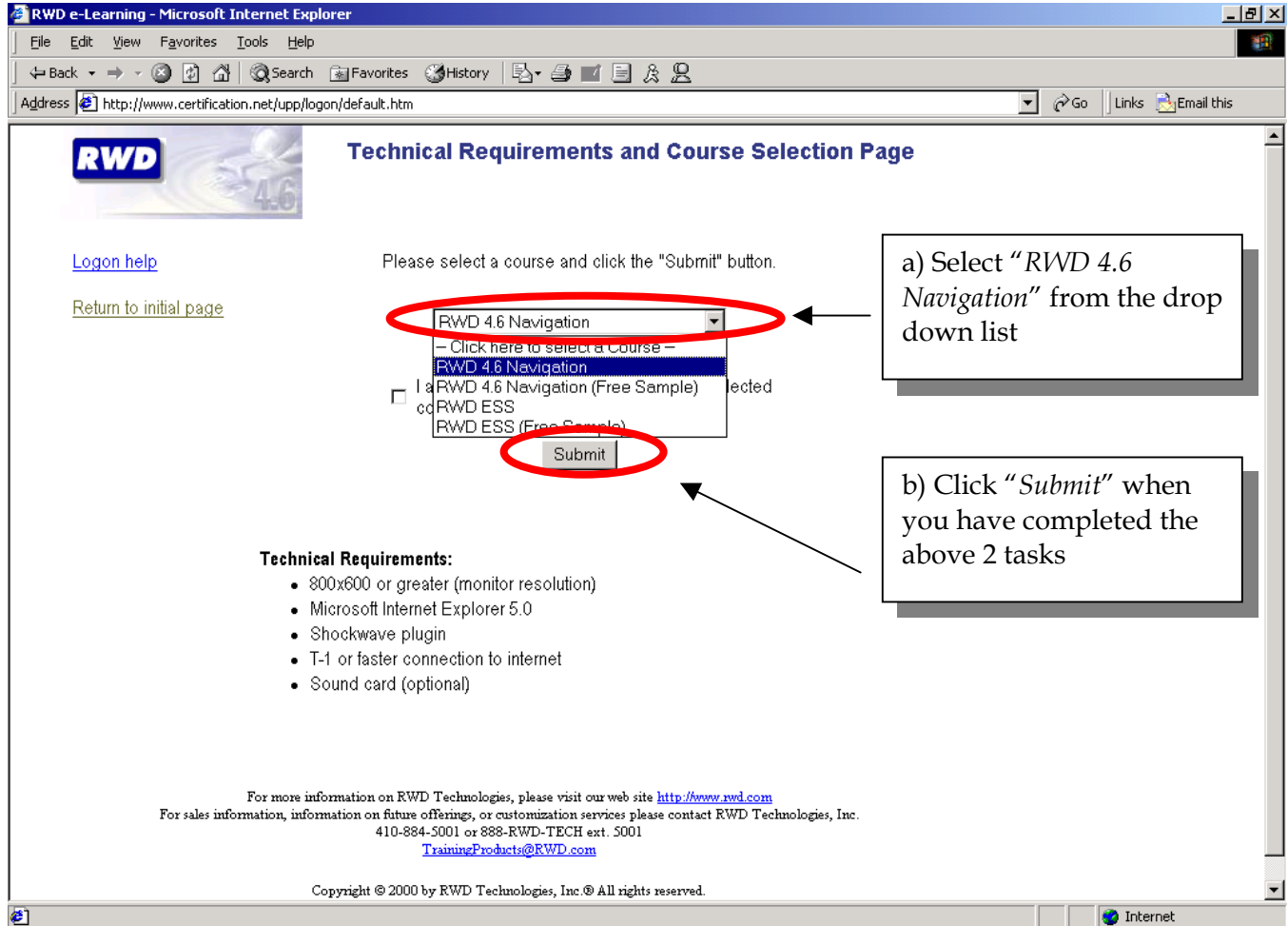
- If you have not completed the required information a different dialog box will pop up on your screen. This box will clearly tell you what information is missing and or wrong.
  - a) Click OK
- Go back and fill in the information that is missing and or wrong. Turn back to page 5 and repeat step number 3.
- This dialog box will look like this:



- In the dialog box above, the user would need to enter correct information for items 1-13.
- Once you go back to complete the missing and or incorrect information click on the “*Submit*” button and refer to the top of this page.

### Step 5: Select the RWD SAP Navigation course

- After clicking “OK” on your Congratulations dialog box you will be taken to the below screen.
  - a) Click on the drop down arrow and select “RWD 4.6 Navigation”
  - b) Click the “Submit” button.



**RWD e-Learning - Microsoft Internet Explorer**

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Address <http://www.certification.net/upp/logon/default.htm> Go

**RWD** **Technical Requirements and Course Selection Page**

[Logon help](#)

[Return to initial page](#)

Please select a course and click the "Submit" button.

RWD 4.6 Navigation

– Click here to select a Course –

☐ RWD 4.6 Navigation (Free Sample) Selected

☐ RWD ESS

☐ RWD ESS (Free Sample)

Submit

**Technical Requirements:**

- 800x600 or greater (monitor resolution)
- Microsoft Internet Explorer 5.0
- Shockwave plugin
- T-1 or faster connection to internet
- Sound card (optional)

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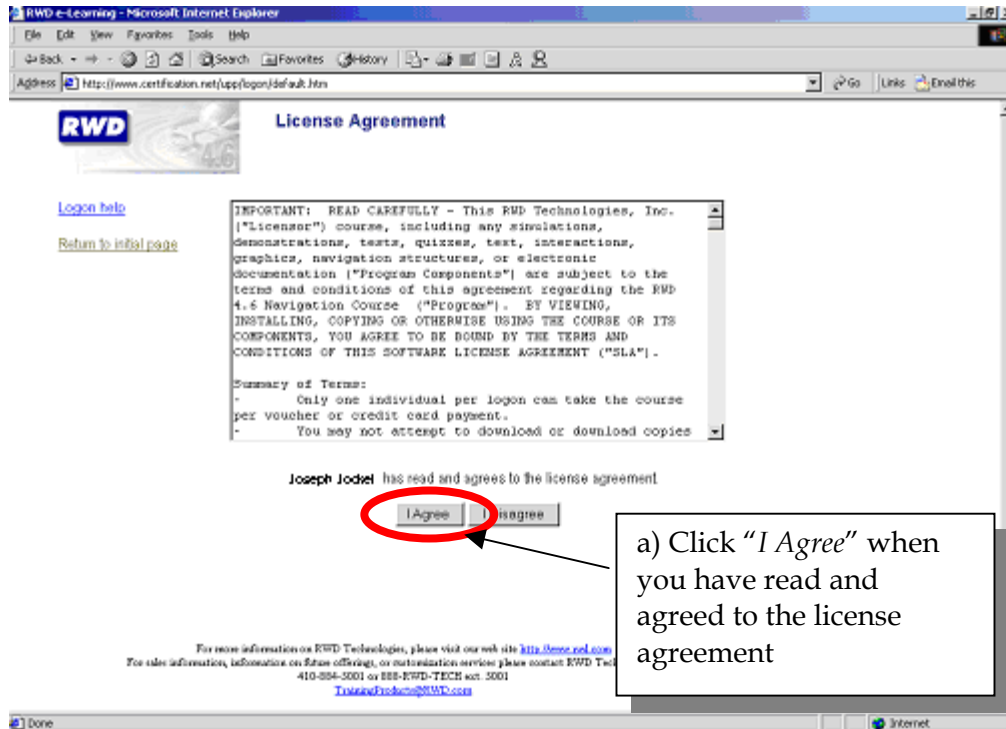
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Internet



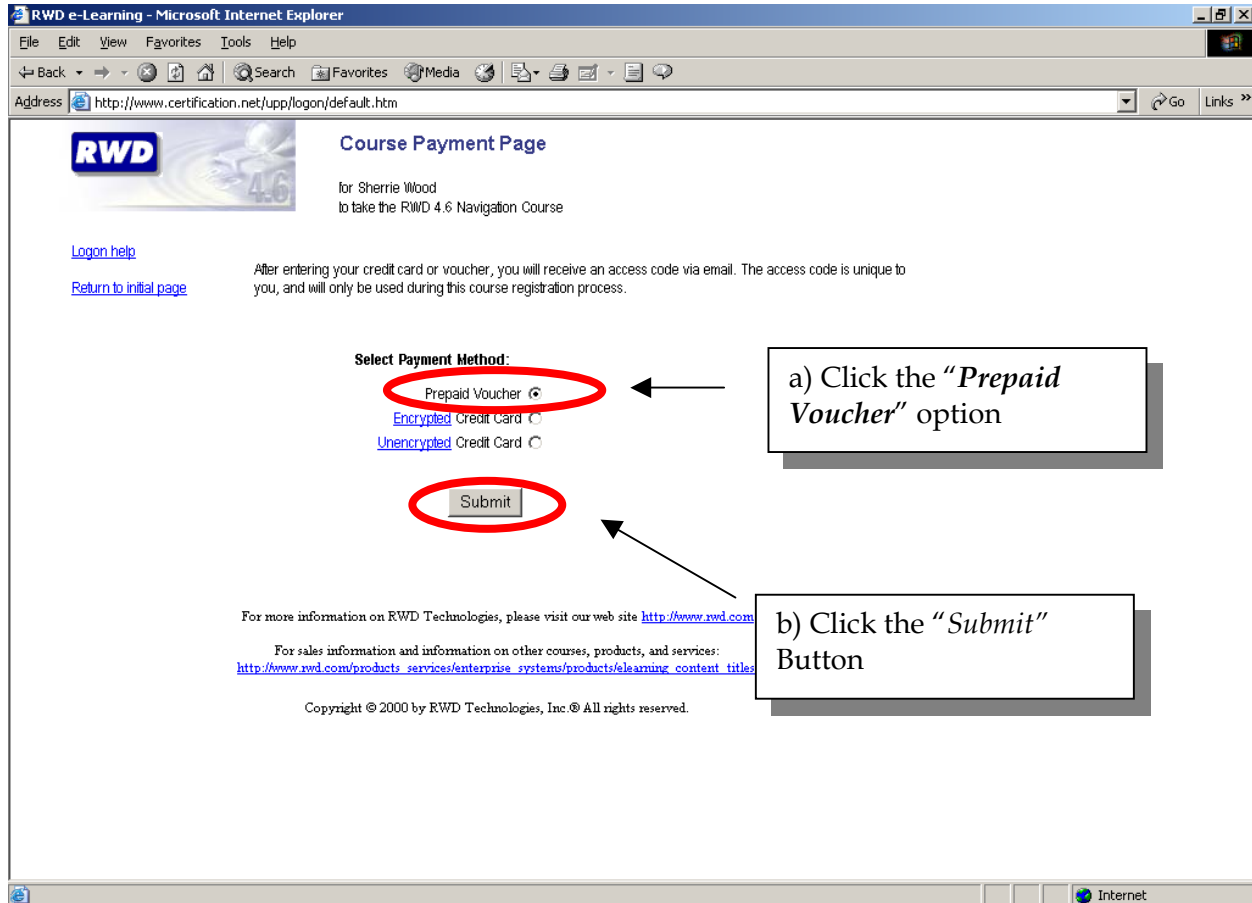
## Step 6: Accept the License Agreement

- After clicking “Submit” on the previous screen you will be taken to the Licensing Agreement screen (shown below).
  - a) Read and agree to the License Agreement and then click the “I agree” button to continue.



## Step 7: Select a Course Payment Method

- After clicking the “I Agree” button you will be taken to the Course Payment screen (shown below).
  - a) Select the 1<sup>st</sup> option “*Prepaid Voucher*”
  - b) Click the “*Submit*” button to continue



RWD e-Learning - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.certification.net/upp/logon/default.htm>

**RWD** **Course Payment Page**

for Sherrie Wood  
to take the RWD 4.6 Navigation Course

[Ligon help](#)  
[Return to initial page](#)

After entering your credit card or voucher, you will receive an access code via email. The access code is unique to you, and will only be used during this course registration process.

**Select Payment Method:**

☒ Prepaid Voucher  
☐ [Encrypted](#) Credit Card  
☐ [Unencrypted](#) Credit Card

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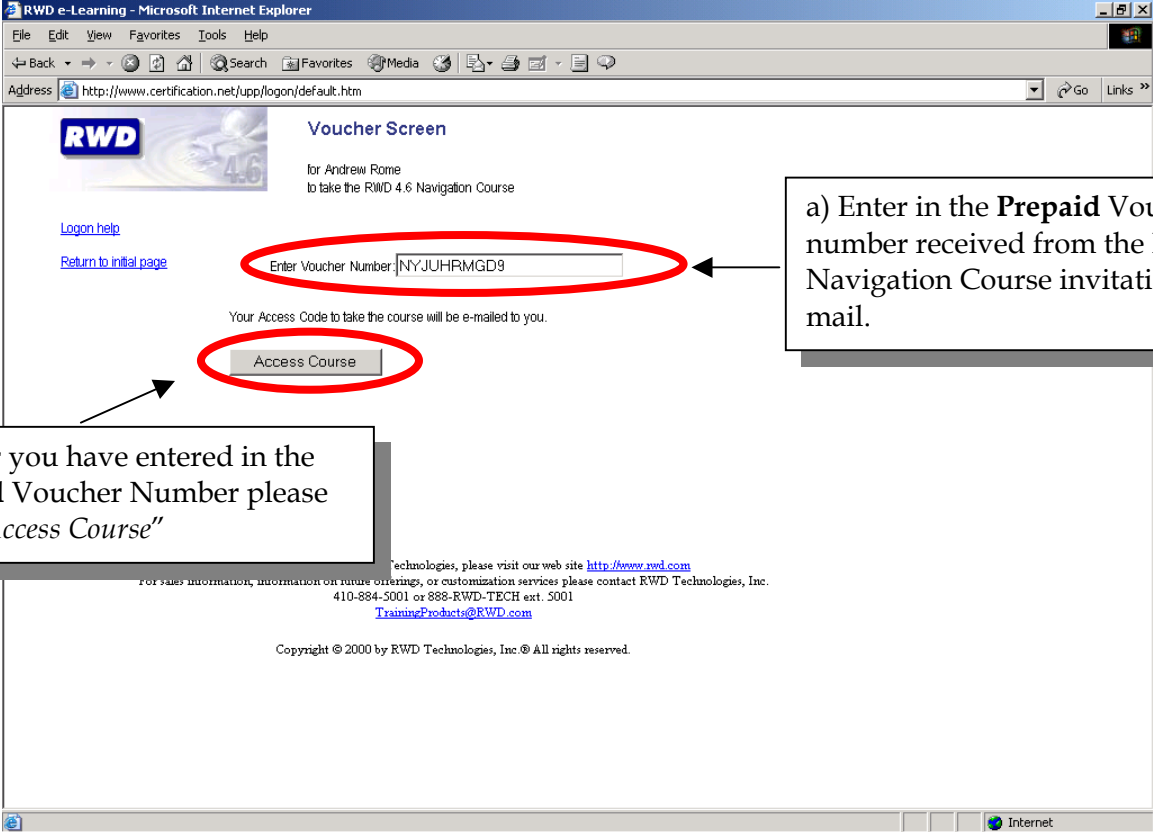
For sales information and information on other courses, products, and services:  
[http://www.rwd.com/products\\_services/enterprise\\_systems/products/elearning\\_content\\_titles](http://www.rwd.com/products_services/enterprise_systems/products/elearning_content_titles)

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Internet

## Step 8: Entering in the **Prepaid Voucher**

- You will be shown a screen that asks you to enter the **Prepaid Voucher** number.
  - a) Enter in the space provided the following **Prepaid Voucher**.
  - b) Click the “*Access Course*” button to continue.



a) Enter in the **Prepaid** Voucher number received from the RWD Navigation Course invitation e-mail.

b) After you have entered in the **Prepaid** Voucher Number please click “*Access Course*”

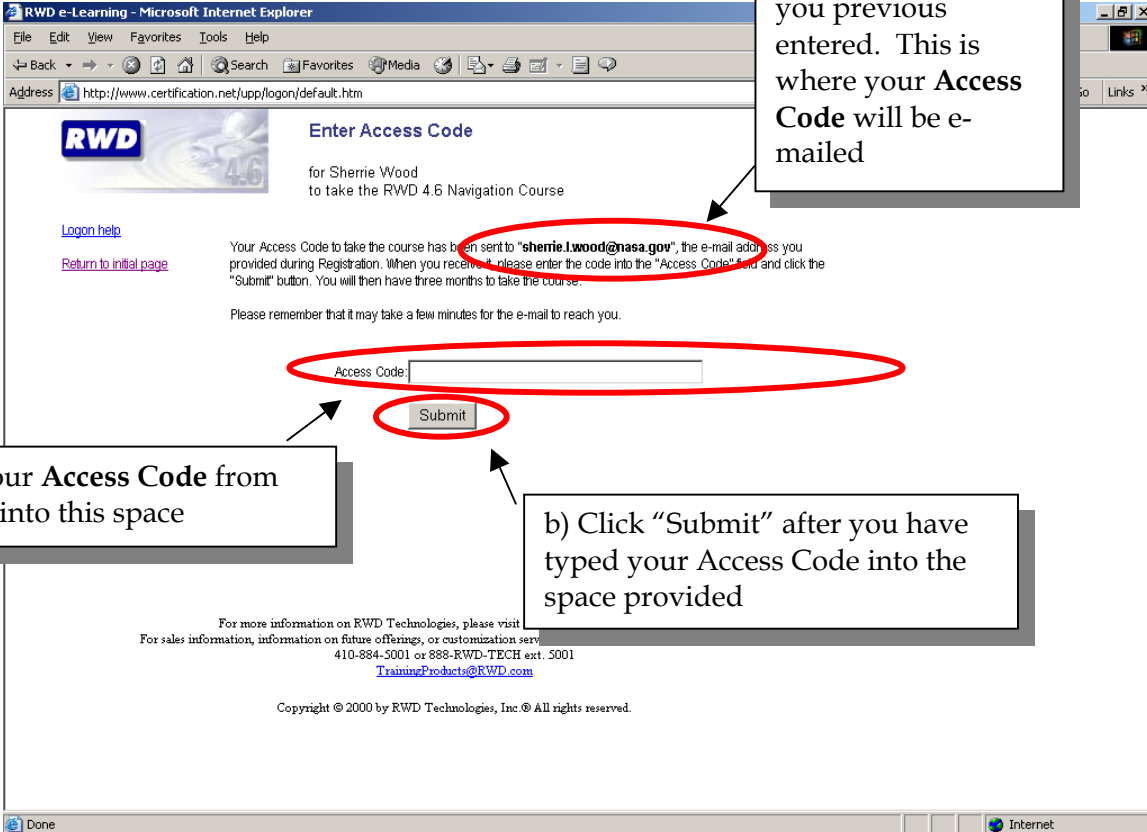
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- When you click the “*Access Course*” button the system will e-mail you your **access code**.

## Step 9: Enter Access Code

- The below screen will notify you that your **Access Code** has been emailed to you at the **e-mail address** you entered previously.
- You must check for an email from "Certification.Net Customer Service." The subject line will be: "**Access Code** for SAP R/3 4.6 Navigation Course." This email contains the **Access Code** that you must enter in this screen.
- Open this e-mail to retrieve your **Access Code**.
- Save this email. You will need this code if you need to go back into the course at a later time.
  - a) Enter your **Access Code** in the space provided
  - b) Click the "*Submit*" button to continue



The screenshot shows a web browser window titled "RWD e-Learning - Microsoft Internet Explorer" with the address "http://www.certification.net/upp/logon/default.htm". The page content includes the RWD logo, the title "Enter Access Code", and a message for Sherrie Wood. A text box explains that the access code has been sent to "sherie.wood@nasa.gov". Below this is a text input field labeled "Access Code:" and a "Submit" button. Red circles highlight the email address in the text, the input field, and the submit button. Arrows point from these elements to external text boxes providing instructions.

**\*\* This should be the e-mail address you previous entered. This is where your Access Code will be e-mailed**

a) Enter your **Access Code** from the e-mail into this space

b) Click "Submit" after you have typed your Access Code into the space provided

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Congratulations! You have now reached the course and may begin.




This is the opening screen to the course. It is heavily recommended that you start with the “pre-work” and work through the course material in order.

4.6 Navigation Course - Microsoft Internet Explorer

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Address <http://www.certification.net/up/rwd46nav/content/global/default.htm> Go Links Email this



**My Home**

HELP

My Home

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Chapter 9

Chapter 10

Resources

Post Test

BACK

NEXT

[Exit Course](#)

**Pre-Work**

[Introduction](#)

[Objectives](#)

[Pretest](#)

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**View Course Materials**

**Test & Certify**

[Post-Test](#)

[Basic Practical Test](#)

[Advanced Practical Test](#)

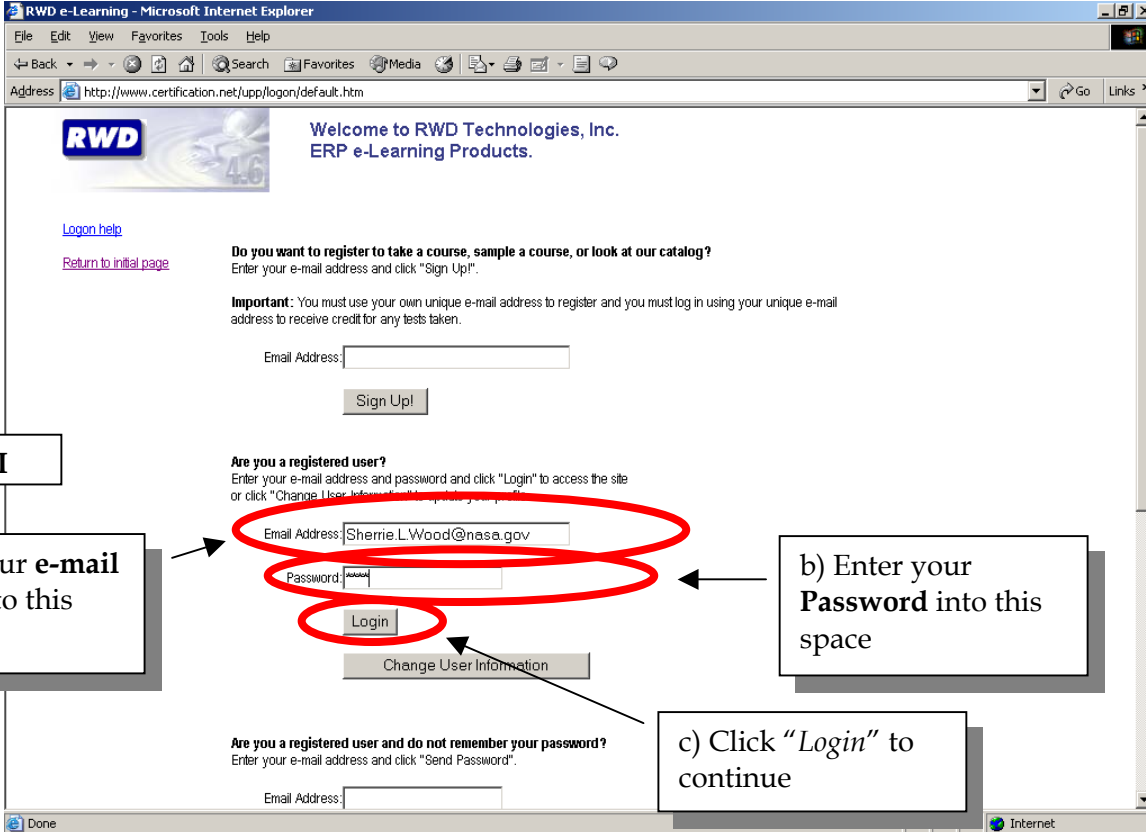
Chapter	Topic	Score
Chapter 1	Introduction to SAP	0%
Chapter 2	Access and Exit SAP	0%
Chapter 3	Create User Preferences	0%
Chapter 4	Begin Tasks Using the SAP Easy Access Screen	0%
Chapter 5	Perform Tasks Using Transactions	0%
Chapter 6	Get Work Done in SAP	0%
Chapter 7	Enter Data into Fields	0%
Chapter 8	Use SAP Help	0%
Chapter 9	Use Display Transactions and Reports	0%
Chapter 10	Advanced Skills	0%

**Legend for Pre / Post Test Scores**

Pretest color:  Post-Test color:  Passing color:

Internet

- If you are already a registered user (have completed the previous steps and have your **Password, Prepaid Voucher and Access Code**) go to section labeled 1 on the screen shot below.
  - a) Enter your email address
  - b) Enter your **Password**
  - c) Click “Login”



The screenshot shows the RWD e-Learning login page in a Microsoft Internet Explorer browser window. The page title is "RWD e-Learning - Microsoft Internet Explorer" and the address bar shows "http://www.certification.net/upp/login/default.htm". The page content includes a welcome message, a "Sign Up" section, and a "Login" section. The "Login" section has three options: "Are you a registered user?", "Are you a registered user and do not remember your password?", and "Are you a registered user and do not remember your password?". The "Are you a registered user?" option is selected, and the "Email Address" field contains "Sherrie.L.Wood@nasa.gov". The "Password" field is empty. The "Login" button is highlighted with a red circle. Annotations with arrows point to the "Email Address" field (labeled "a) Enter your e-mail address into this space"), the "Password" field (labeled "b) Enter your Password into this space"), and the "Login" button (labeled "c) Click 'Login' to continue").

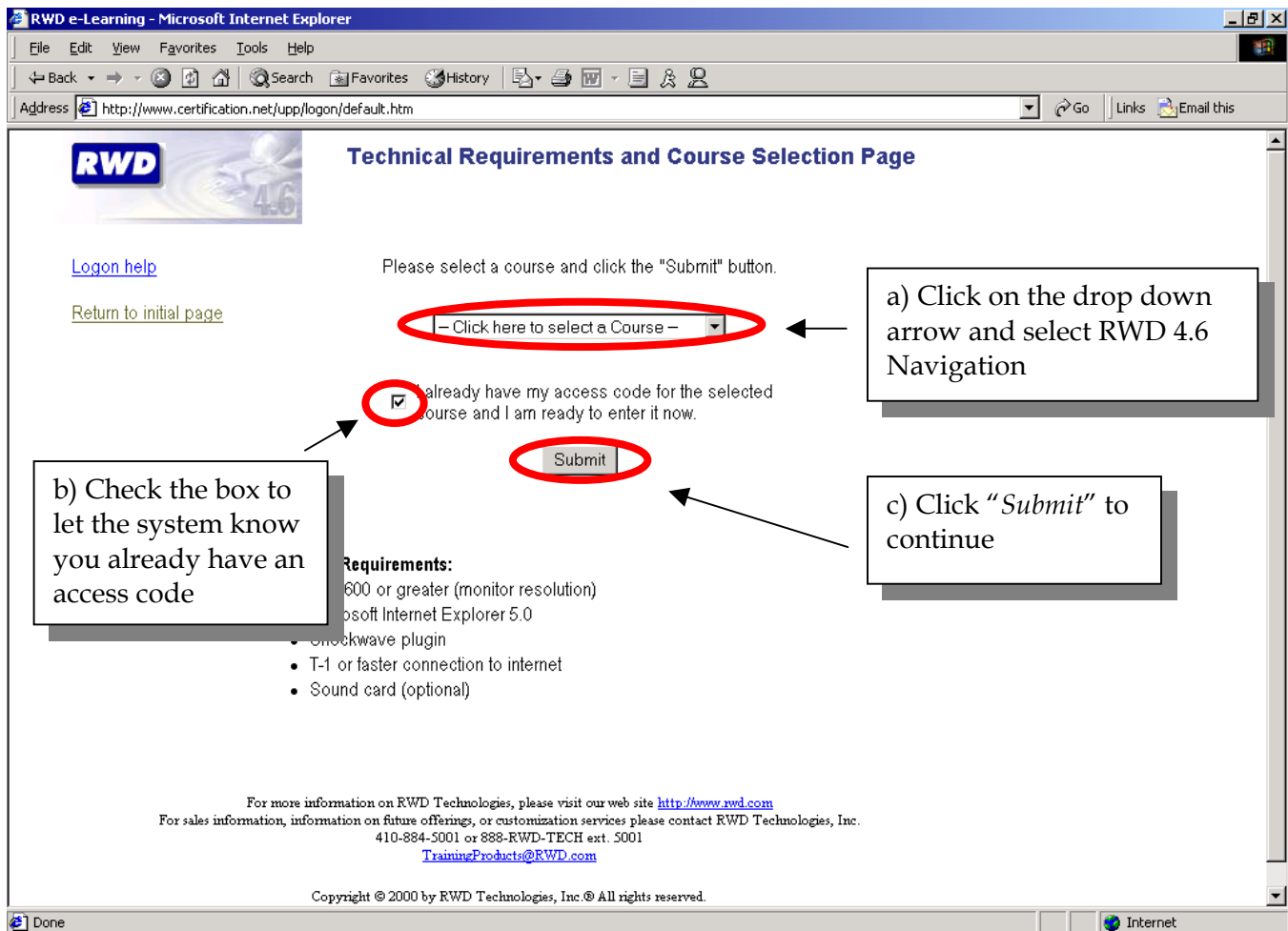
**Section I**

a) Enter your **e-mail address** into this space

b) Enter your **Password** into this space

c) Click “Login” to continue

- You will be taken to the below screen
  - a) Click on the drop down arrow and select RWD 4.6 Navigation
  - b) Check that you already have your **Access Code** for the selected course
  - c) Click “*Submit*”



**RWD e-Learning - Microsoft Internet Explorer**

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Address <http://www.certification.net/upp/login/default.htm> Go Links Email this

**RWD** 4.6

[Ligon help](#)

[Return to initial page](#)

Please select a course and click the "Submit" button.

- Click here to select a Course -

☒ I already have my access code for the selected course and I am ready to enter it now.

Submit

**Requirements:**

- 800 or greater (monitor resolution)
- Microsoft Internet Explorer 5.0
- Shockwave plugin
- T-1 or faster connection to internet
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Done Internet

- Most likely your computer will have “remembered” the **Access Code** for you (using “cookies”) and you will not need to enter it again. You will be taken directly to the course.
- If you are asked for your **Access Code** again, simply open that email you received from Certification.Net Customer Service and enter in your **Access Code**. You will be able to pick up where you left off.